



MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES  
SUMMER FOOD SERVICE PROGRAM

# Food Production Record

<b>Sponsor:</b>	<b>Site Name:</b>
<b>Date:</b>	

## Breakfast

A	B	C	D	E	x	F	=	G	H
Food Components	Food Items Used	Serving Size	Purchase Units (lb., Can size, etc.)	Servings Per Purch. Unit		Number of Purchase Units Used		Total Servings Prepared	Number of Meals Served
Milk									
Fruit/Vegetable									
Grain/Bread									
Optional Foods									

## Lunch/Supper

A	B	C	D	E	x	F	=	G	H
Food Components	Food Items Used	Serving Size	Purchase Units (lb., Can size, etc.)	Servings Per Purch. Unit		Number of Purchase Units Used		Total Servings Prepared	Number of Meals Served
Milk									
Meat/Alternate									
Fruit/Vegetable									
Fruit/Vegetable									
Grain/Bread									
Optional Foods									

## Snack (Serve Two of Four Components)

A	B	C	D	E	x	F	=	G	H
Food Components	Food Items Used	Serving Size	Purchase Units (lb., Can size, etc.)	Servings Per Purch. Unit		Number of Purchase Units Used		Total Servings Prepared	Number of Meals Served
Milk									
Meat/Alternate									
Fruit/Vegetable									
Grain/Bread									
Optional Foods									

At a minimum, columns B, D, F, and H must be completed.

## Instructions for Completing the Food Production Record

- ⇒ Enter sponsor name, site name and date at the top of the form.
- ⇒ Under **column B**, list all food items used at each meal service (breakfast, lunch/supper, or snack).
- ⇒ Under **column C**, list the serving size or portion used of each of the food items.
- ⇒ Under **column D**, enter the purchase unit for each food item listed in column B. A purchase unit is the way food is purchased. For example, most meat items are usually purchased by the pound. Therefore, the purchase unit is one pound. Canned foods may be purchased in different sizes, such as a 15 or 16 ounce can (#303), a 29 or 30 ounce can, or an institutional size (#10) can. Check can and package sizes carefully and enter the correct purchase unit.
- ⇒ For **column E**, the number of servings per purchase unit, you must have a *Food Buying Guide* available. The Food Buying Guide will give you the number of servings available in each purchase unit of commonly purchased foods.

For example, if you look in the Food Buying Guide for applesauce, it will show you that there are 7 one-quarter cup servings in one 16-ounce can, and there are 47.6 one-quarter cup servings in one #10 can. The amount that you will enter on this line will depend on your purchase unit.

You must also be aware of your serving size. If, in the above applesauce example, your serving size is  $\frac{1}{2}$  cup instead of  $\frac{1}{4}$  cup, you will have to divide the number of  $\frac{1}{4}$  cup servings per purchase unit by 2 to determine the number of  $\frac{1}{2}$  cup servings. For example,  $47.6 \div 2 = 23.8$  one-half cup servings per #10 can.

For a food item such as ground beef, you will note in the Food Buying Guide that there are 11.2 one ounce servings of cooked lean meat per pound of raw purchased. The Food Buying Guide takes into account losses that occur during the cooking process. However, since the SFSP meal pattern requires two ounces of cooked lean meat per child, you must divide 11.2 by 2 to come up with the number of two-ounce servings per pound of raw meat. There are 5.6 two-ounce servings of cooked lean meat per pound of raw ground beef.

- ⇒ Under **column F**, you will fill in the number of purchase units actually used. If, for example, you use 11 pounds of ground beef, you would write 11 in this column.
- ⇒ To determine the total number of servings prepared (**column G**), you simply multiply column E by column F. For example,  $5.6 \text{ two-ounce servings of cooked ground beef per pound} \times 11 \text{ pounds} = 61.6 \text{ two ounce servings}$  ( $5.6 \times 11 = 61.6$ ). If this number is more than the actual number of children and adults served (**column H**), then you have prepared adequate amounts of food. If the number is less, then you did not meet minimum meal requirements for the meal. You must increase the amount of food prepared the next time.

It is also possible to determine beforehand how much food you will need to prepare by first entering your food items and serving sizes and then entering the total number of servings you wish to prepare (column G). Look in the Food Buying Guide to determine the number of servings per purchase unit (column E), and then divide the total number of servings you wish to prepare by the number of servings per purchase unit (G divided by E). The result will tell you how many purchase units you will need to use (column F).

For example, you wish to prepare 48 (column F) two-ounce servings (column C) of baked boneless ham (column B). By looking in the Food Buying Guide, you determine that there are 10 one-ounce servings of cooked lean meat per pound. Since your serving size is two ounces, you must divide 10 by 2 to determine that there are 5 two-ounce servings of cooked lean meat per pound (column E). To determine the total number of pounds of raw ham needed to make 48 servings, simply divide 48 by 5 (G divided by E). You would need to prepare 9.6 pounds of raw ham.